



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: ASSISTANT ACCOUNTANT

JOB SUMMARY:

Assists with the preparation of Financial Statements, Budgeting, Accounts Receivable, Accounts Payable, General Ledger and Bank Reconciliation.

REPORTS TO:

Senior Accountant and Manager Corporate Services Unit

**SUPERVISION GIVEN
TO:**

Accounts Clerk, Support Staff

DUTIES AND RESPONSIBILITIES:

- Assist the Accountant in general accounting functions.
- Assist in revenue accounting and in particular Accounts Receivables with respect to Client Accounts.
- Supervise the preparation of timely financial and Management reports.
- Implement an approved budget.
- Research and analyze accounting data.
- Preparation of Journal Vouchers.
- Verification of Monthly Expenditure Reports prepared by Junior Staff.
- Prepares Monthly Financial Reports.
- Assist with the preparation of the Agency's Annual Financial Statements.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of accounting software
- Knowledge of accounting and bookkeeping terminology and practices

SKILLS AND ABILITIES:

- Ability to supervise staff
- Good communication skills both verbal and written
- Proficient computer skills

MINIMUM EXPERIENCE AND TRAINING:

- Certified Accounting Technician (CAT) in accounting or Level 1 of the ACCA Professional Accounting Qualification
- Excellent computer skills including knowledge of computerized financial information systems
- At least three (3) years progressive financial experience
- Excellent communication skills both verbal and written
- Above average analytical and reasoning skills
- Knowledge of generally accepted accounting principles